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NITSO

---- Following Exellency ----



<http://nitsotech.com>

Policy Based System

Easy & User Friendly Software

Trusted by 900 Plus Clients

Payroll & HRMS Software Modules

Payroll



Employee Database



Payroll Management



Leave Management



Multi-Reports



Shift Management



Time & Attendance



Document Management



Income Tax



Loans & Advances



Letter Module



Organization Hierarchy



Compliance Management

ESS Portal



Employee Portal



Claim & Reimbursement



Help Desk



Tracing Location



Asset Tracking



Mobile App

HRMS



Recruitment



PMS(Appraisal 360)



Training Module



Travel Desk



Exit Management



Customized Modules



Payroll Features



- Flexibility to add or modify any number of Salary Components - Earnings & Deductions.
- Calculation based on Attendance.
- Input information for all newly joined employees and resign left employees.
- Salary on Hold & Freezing of Salary in case of Termination of emp.
- Pro-rata calculations for employees based on Absenteeism
- Process & Print Pay slips for groups or for selected employees
- Lock month facility to avoid changes in Processed Data , Data importing from Excel.
- Report Writer to add/ modify user defined reports with available fields.
- User defined PF/ ESIC rate of deduction for Employee and Employer.
- PF applicability at Employee level. Payroll Software helps save much time.
- Computerized payroll eliminates the stress of processing all the records.
- Output reports to screen, printer, MS Word ,PDF & Excel
- Option to preview Payslips / Salary Sheets or any other reports on screen.
- Print Transaction & Master History for any period
- Generating report is made easy with an advanced filter function to select the relevant employees or groups for the report.
- Prints any of our report for the previous periods.
- HR Payroll Dashboard
- Organisation Structure
- Employee location tracking through ESS

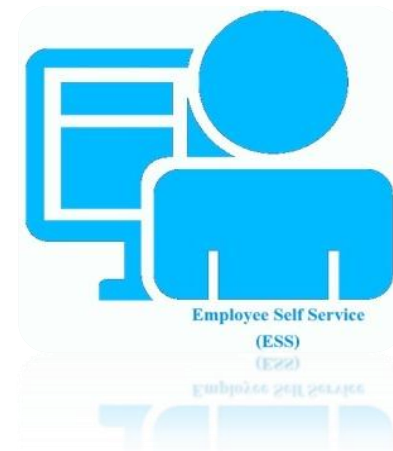


Leave Management

- Parameters Can Be Set For Each Type Of Leave Policy As Per Company's Requirement.
- Different Types Of Leaves Can Be Applies Online Like CL, SL, PL, LWP & User Defines Leaves.
- Employees Can View Leave Balances While Applying For The Leave Types. .
- In Case Of Zero Balance Of Leaves Blocking/Allowing Facility Is Available.
- Email Intimation Facility For Leaves Applications, Accepted, Rejected & Cancelled Is Available So That Leave Status Can Be Checked.
- Comprehensive View On Various Information Of An Employee To Approver . .
- Tracking Of Leaves Applied, Approved, Rejected & Cancelled Is Available.
- Auto Posting Of Approved Leaves In Attendance Module For Salary Processing.

Employee Self Service

- Display of detailed Employee Personal Profile with update facility on basis of rights.
- Display of Leave Balances with drop down to ledger level view.
- Display of Loan Balances with drop down to ledger level view, Repayment Schedule & available respective balances of various Loans.
- Display of Reimbursement details with ledger level view, vouchers given & available respective balances of various Reimbursement heads.
- Display of Current CTC, Current & Historic Payslips along with Summarized payslip for from & to period.
- Submit Investment Declarations online. Display of IT Projection report on Investment declarations.
- Display Company Rules/policies & announcement could be done in ESS module.



Performance Management System

- Define Goal/KRA with Weightage.
- Create & open appraisal calendar for appraisal.
- HR can create multiple templates for appraisal .
- Employee can do self appraisal then HOD will review & comment.
- HR will do the final review and close the appraisal.
- Final scorecard will be generated will help at increment

Claim & Reimbursement Management

- Online application could be sent with attachments of supporting documents.
- Approver can modify claim amount while approving.
- Flexibility to Create Claims / Reimbursement Application Policy as per requirement.
- Setting Parameters for Claims / Reimbursement application.
- Auto mail initiations by system on apply, approve & reject of claims / reimbursement to User & HOD respectively.
- Auto posting of approved claims / reimbursement in Payroll at month end payroll process

Training Management System

- Course, Instructor, Category, Location and other master can be defined.
- Training request can be generated with approval process.
- Training calendar can be set with attendees and instructor.
- Evaluation of training, effectiveness and overall feedback.
- Training progress and summary, detailed reports.



Claim & Reimbursement

Claim & Reimbursement



Recruitment Management

Applicant Database will maintain.

Interview scheduling with rounds.

Recruitment module will automate the hiring process with comprehensive & user friendly interface for candidate database.

Requisition can be made by HOD.

Escalation to HR for final approval, dynamic interview process & capturing review at all rounds.

Exit Management System

Employee can generate resignation request.

Comprehensive Exit Interview Form with user defined templates.

Separate templates for different departments.

Final approval from HR with exit interview details.

Exit Analysis.

Loan & Advance Management

Facility to add any number of user defined Loan and Advances.

Automatic recovery of Loan/Advances instalment amount in salary processing.

Automatic interest calculation for Loan.

Automatic calculation for Perquisite (interest free loan) for Tax Calculation.

Freeze of Instalment after complete recovery automatically.



Travel Desk Management

Online travel requisition and approval.

Maintain scanned receipts and track expense claims.

online approval and payment process.

File expense statements from anywhere, anytime.

Real-time travel requests online.

Set up grade based travel policies.

Travel module automatically notifies the travel desk or agent via email once travel plans are approved.

Travel module can automatically link travel expenses with travel requests.

Analysis of travel and expenses.



Employee Hierarchy

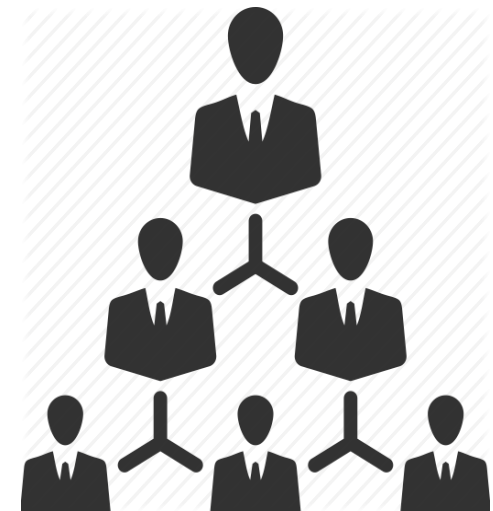
Division of labour: dividing up the many tasks of the organization into specialized jobs

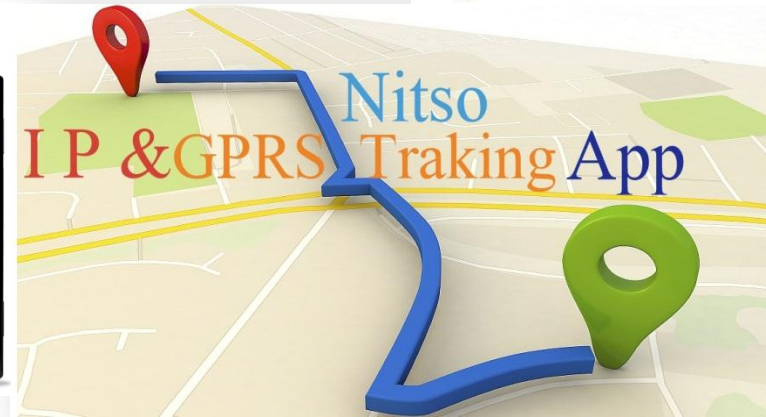
Hierarchy of authority: Who manages whom.

Span of control: Who manages whom.

Line vs. staff positions

Decentralization





Integrating Success Factors With-



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Delhi & NCR

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Also present in:

Hyderabad Mumbai Chennai Gujarat Bengaluru

Qatar

Our Clients



DS GROUP

